



ALASKA - HAWAII GOVERNMENTAL PROCUREMENT ASSOCIATION MENTORING PROGRAM

The goal of the Alaska - Hawaii Governmental Procurement Association's Mentoring Program is to provide an opportunity for Mentees to engage one-on-one with Mentors to acquire 'real world' guidance and offers a unique opportunity for the mentors to make a personal contribution to the professional development and share their experiences with Mentees.

BENEFITS

- Knowledge transfer from just getting information to retaining the practical experience and wisdom gained from long-term members.
- One-on-one: creating relationship among members and allowing equal access to mentoring.
- Gather valuable perspective from new members.
- Gain insight into other parts of our Chapter.
- Help new members adjust.
- Leadership/volunteer grooming.
- Customize plan to meet member's goals. (i.e. CPPB or CPPO certifications)
- Provide answers to posted questions.
- Frequent communication (via phone, during Chapter meetings, email, video conferencing, etc.)
- Enhancing professional development.
- Creating a mentoring culture, promotes members growth and development.
- Gains satisfaction in sharing expertise with others.

MISSION

- Provide resources to new procurement professionals to allow them to succeed in their career.
- Provide opportunities for experienced procurement professionals to pass along their institutional knowledge to the next generation of professionals.
- Provide greater support and involvement from Chapter members.

MENTOR PROGRAM

As you begin your journey toward becoming a mentor, you will need to thoroughly understand the role of mentoring. You will act as role model, motivator, advocates, and friends. You will need to understand the need to assume a number of different roles during the course of a mentoring relationship, but successful mentors also share the same basic qualities:

- A sincere desire to be involved with a colleague.
- Respect for your colleague.
- Active listener.
- Empathy.
- See solutions and opportunities.
- Be flexible and open.

As you and your Mentee begin your relationship; exploring values, interests and goals, you will find yourself making a difference and having a positive effect on their life. What you may also be surprised to see is that you will be learning more about yourself, too. Mentoring is a shared opportunity for learning and growth. Many Mentors say that the rewards they gain are as substantial as those for their Mentees. Mentors are willing to take time to get to know their Mentees, to learn new things that are important to your colleagues, and even to be changed by their relationship. Accept the challenges and rewards of mentoring a colleague and experience the benefits that will last each of you a lifetime.

1.0 REQUIREMENTS

For a Mentor to meet the minimum qualification criteria for this Mentoring Program, the Mentor:

- 1.1 shall be an active member and in good standing;
- 1.2 shall have at a minimum five (5) years experience in public procurement experience;
- 1.3 be willing to commit to the Mentoring Program for a minimum of a one (1) year;
- 1.4 complete the Mentor Agreement;
- 1.5 desired characteristics:
 - 1.5.1 Trustworthy
 - 1.5.2 Nurturing
 - 1.5.3 Have integrity
 - 1.5.4 Confidential
 - 1.5.5 Positive
- 1.6 desired skills:
 - 1.6.1 Communicate clearly and positively
 - 1.6.2 Observe teaching and discuss observations objectively and non-judgmentally

- 1.6.3 Plan in advance for mentoring work to minimize the negative impact and maximize the positive impact on the Mentee
- 1.6.4 Excellence in best practices
- 1.6.5 Provide consistent follow up support and guidance to the Mentee
- 1.6.6 Flexibility
- 1.6.7 Serve as a facilitator
- 1.6.8 Be an advocate for mentoring

2.0 TECHNIQUES

The Mentor should be able to share / instill the following:

- 2.1 Time Management;
- 2.2 Understand the role of the Mentee;
- 2.3 Mentor's role;
- 2.4 Explain the expectation of the program;
- 2.5 Explain what the mentee can expect from the program;
- 2.6 Listen to the concern of the mentee:
 - 2.6.1 Let Mentee describe his/her: (i) strengths; (ii) weakness; and (iii) goals
 - 2.6.2 Reasons for wanting to obtain certification
 - 2.6.3 Ideas, conflicts and decisions
 - 2.6.4 Share your own experiences (successes and failures) and offer insights that can only come with experience
- 2.7 Explaining the differences of the certification:
 - 2.7.1 CPPO
 - 2.7.2 CPPB
- 2.8. Making aware the Mentee of Mentoring Plan:
 - 2.8.1 Success
 - 2.8.2 Encourage Mentee to reach goal
 - 2.8.3 Offer wisdom, knowledge, experience, constructive criticism, connections and resources
- 2.9. Decide when, where and how do you want the mentoring program to continue:
 - 2.9.1 Do you want to meet in person on a monthly basis
 - 2.9.2 Do you want to have phone conversation bi-weekly
 - 2.9.3 Do you want to utilize social media on a weekly basis
 - 2.9.4 Guide your mentee by setting tasks and expecting outcomes or by sharing your approaches through conversation
 - 2.9.5 Evaluate the process formally on paper or informally by periodically checking with each other to make sure the relationship continues to meet your needs

MENTEE PROGRAM

1.0 REQUIREMENTS

For a Mentee to meet the minimum qualification criteria for this Mentoring Program, the Mentee:

- 1.1 shall be an active member and in good standing;
- 1.2 willing to develop and maintain the Mentor/Mentee relationship for at least one (1) year;
- 1.3 actively participate in the Mentoring Program by contacting the Mentor at least once per month during the mentoring year; and
- 1.4 completion of the Mentoring Agreement.

2.0 TECHNIQUES

The Mentee shall work towards / stay committed to:

- 2.1 Setting specific goals
- 2.2 Setting a specific time to reach your goals
- 2.3 Accept responsibility for your learning
- 2.4 Be open to the new ideas and ways of learning
- 2.5 Communicate regularly and efficiently
- 2.6 Accept feedback and act on it
- 2.7 Cooperate
- 2.8 Be able to ask for help when need it
- 2.9 Keeping trust levels high through confidentiality
- 2.10 Holding to professional standards
- 2.11 Staying positive

3.0 MENTEE RESPONSIBILITIES

- 3.1. During your first meetings with your Mentor, clearly define the relationship to best meet your and your mentors' needs.
- 3.2. Set Goals – feasible, reasonable and mutually agreeable goals for the mentoring relationship (i.e.: frequency and location of meetings; target date to reach desirable goals).
- 3.3. Listening Actively - creates a positive, accepting environment that permits open communication.
- 3.4. Building Trust – it is built over time, sense of comfort with Mentor, keeping your conversations and other communications confidential, honoring your scheduled meetings and calls, and consistently showing interest.
- 3.5. Identify boundaries and follow the NIGP Code of Ethics. All professional relationships have boundaries about what is and isn't permitted. The mentor relationship should comply with professional code of conduct standards at all times.

- 3.6. Apply what you have learned.
- 3.7. Take full advantage of any assistance offered.
- 3.8. You have some knowledge, perspectives, or connections that your Mentor would appreciate. Make yourself useful and you will make yourself worth the investment of time.

SELECTION & MATCHING PROCESS

Each Mentee will be assigned to a Mentor to allow a close Mentor-Mentee relationship. Mentees will be selected based upon evidence of their commitment to maintain a mentoring relationship. In making matches based on the available pool of Mentors, the Chapter President or their representative will do their best to match Mentees with similar interests and experiences.

WITHDRAW FROM THE MENTORING PROGRAM

By signing up to participate in the Mentoring Program, the Mentee has obligated herself/himself to remain a positive, productive, contributing mentee. If you cannot fulfill your obligations, you must contact your Mentor and Chapter President to formally withdraw.

EVALUATION

Each Mentee will receive an online evaluation survey at the end of the program in order for the Chapter President and Board to obtain Mentee feedback on the program and your mentoring relationship. Personal and confidential comments are welcome.

- 1.1 Ask your Mentor to share with you successful strategies and resources he/she has used in the past that could apply to the challenges you face.
- 1.2 Know that the energy you invest will have a significant impact on your development.



MENTORING PROGRAM – MENTEE / MENTOR AGREEMENT

As a Mentee/Mentor of the Alaska - Hawaii Governmental Procurement Association's Mentoring Program, I understand my participation requires professional behaviors. I will be held to high ethical NIGP Code of Ethics. I understand that my actions reflect upon me, my fellow AHGPA members and the AHGPA.

The following principles are to ensure my professionalism during the AHGPA Mentoring Program. I am expected to adhere to the NIGP Code of Ethics in all of my interactions (in person, in writing, by phone, or by email).

Please initial after you read and understand the following policies:

___ I've read the CFC-NIGP Mentoring Program provided by the Mentoring Committee carefully.

___ I will communicate and present myself in a professional manner in all interactions including in person, in writing, by phone, or by email.

___ I will make the initial contact and be proactive in updating my mentor in a professional manner.

___ I will be courteous and respectful to my Mentee/Mentor and to the other Mentees/Mentors.

___ I will respond to my Mentee/Mentor's calls and emails within 24 hours.

___ I will make a cancellation two business days prior to my scheduled appointment/ meeting, if a conflict arises and reschedule the meeting. In other words, I will ALWAYS honor my commitments with my Mentee/Mentor.

By signing this document I agree to adhere to the AHGPA Mentoring Program guidelines and NIGPC Code of Ethic required conducting me with integrity in a professional manner.

Name: _____

Agency: _____

Date: _____